Microsoft Teams and Skype on the Mac platform:

As we will be migrating over in a <u>staged manner,</u> here is what you need to know on the Mac:

Co-existing during the transition period - FAQs

1. All your **Calls** and **Texts** from within the Skype-for-Business application **WILL STILL WORK**, <u>even if the recipient has already migrated over to Microsoft Teams.</u>

2. If you get a **Meeting Request** from a staff member who is now using Microsoft Teams, you will have to **use either the Chrome or Firefox Web Browser** to join that meeting…

   - If your **Default Web Browser** is set to *Chrome* or *Firefox*, you can **simply click the "Join Microsoft Teams Meeting" link** mentioned in the Meeting Invitation in your Outlook email:

     Join Microsoft Teams Meeting
     Learn more about Teams | Meeting options

   - If however, you are using *Apple's Safari* as your **Default Web Browser**, there are a few more steps to follow:
     - You will need to **right-click** (*or Control-click*) the "**Join Teams Meeting" link** mentioned in the Meeting Invitation in your Outlook email:
     - Choose the "**Copy Link**" from the pop-up Menu Entry:

       Join Microsoft Teams Meeting
       Learn more about Teams | Meeting options
   Copy Link
       Share ▶
       Services ▶
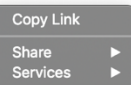
     - Now launch your preference of **either the Chrome or Firefox application**; then
     - Right-click (*or Control-click*) in the **web-page URL address field** and choose "**Paste**"…
     - A secure text string link will populate the URL field and then **press Enter** (*or Return*).

3. No matter which method you have used, you'll now have the **following 3 options presented in your browser**:
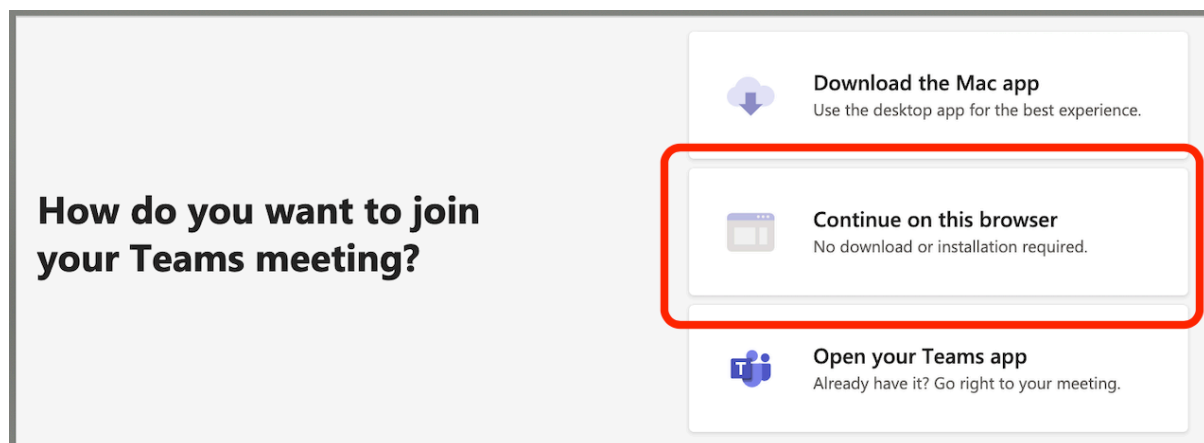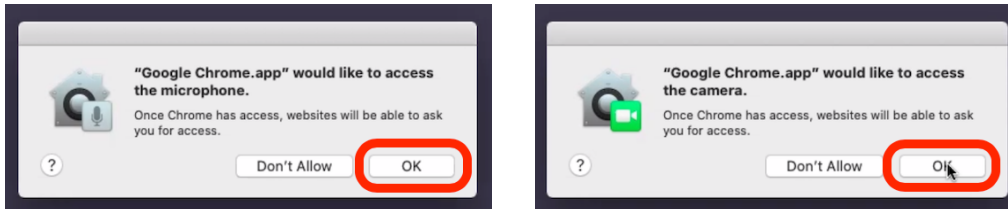

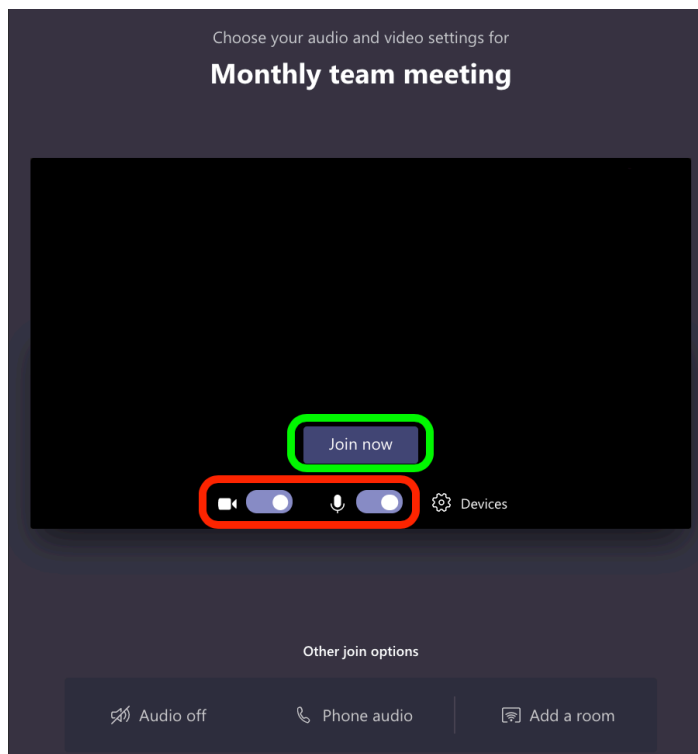   - Choose "**Continue on this Browser**" (the middle option),

- Your chosen Browser will then **request permission for teams.microsoft.com** to use your <u>microphone</u> and <u>camera</u>:
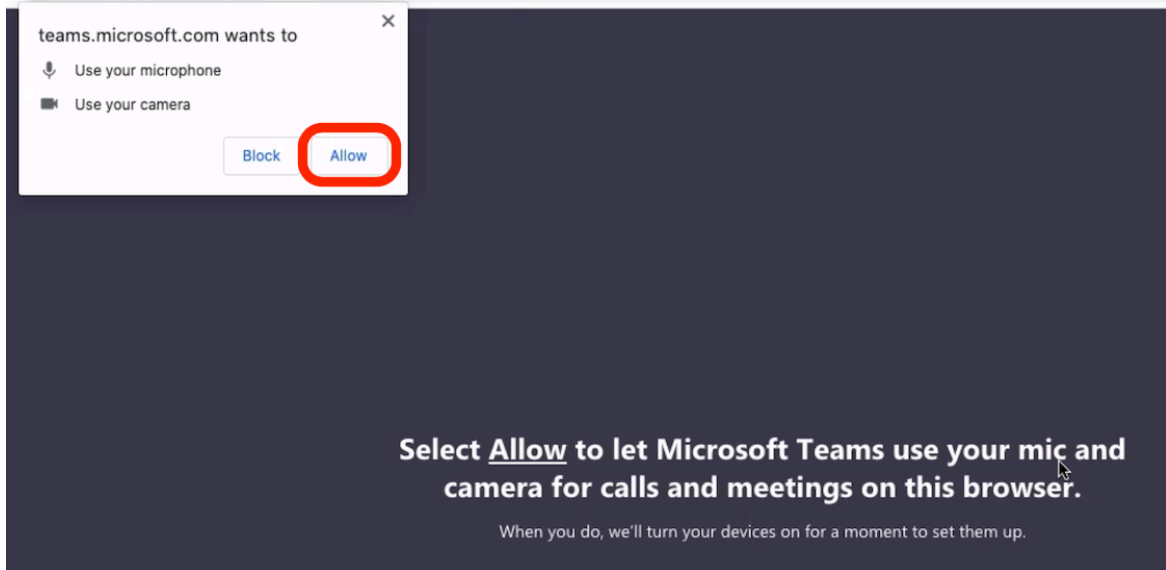
- Click the "**<u>Allow</u>**" button and then "**<u>OK</u>**" in the **two following Permission Dialogue boxes**:

- Now choose if you want to join the meeting with your **video and microphone active**:

- Once you are happy with the **camera and microphone slide-switch options** (in **red**),

- Click "**<u>Join now</u>**" (in **green**) and the Meeting Host will be alerted that you are in the **Lobby** waiting for the meeting…

- The Host should then **<u>admit you</u>** into the meeting!